



**CITY OF LEON VALLEY**  
**INTEROFFICE MEMORANDUM**

**DATE:** September 30, 2016  
**TO:** Mayor Chris Riley and City Council Members  
**FROM:** Kelly Kuenstler, City Manager  
**SUBJECT:** Pre City Council Meeting Update

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**Human Resources**

- One vacant Detective Position
  - We have one applicant that successfully completed background and currently completed all mandated testing.
- Fire Department positions now open. All positions close on September 28, 2016.
  - Administrative Assistant – the application are currently being reviewed.
  - Assistant Fire Chief – small application pool; currently re-advertised with amended job requirements
  - Deputy Fire Marshal small application pool; currently re-advertised with amended job requirements
- Community Development positions now open. All positions close September 30, 2016.
  - Assistant Community Development Director
  - Planning Technician

**Public Works**

- Well project – SAWS interconnect removal and new install – contractor has begun construction of the SAWS tie in. Once the tie in is complete, the old well at Grass Hill will be capped and drilling will begin at the new location.
- San Antonio Constructors started construction September 6th for the Huebner Road mill & overlay project, contract is for 90 days. They have experienced several delays due to equipment failure, but are back on track with the construction of the bus pads and concrete islands.
- Kimley-Horn Engineers has completed their mapping of the drainage concerns that were brought to our attention during the workshop – should have final report to City Manager by mid-October.
- Kinman House construction continuing this week, with flooring and cove molding being installed in kitchen area, equipment being installed, electrician complete and plumbers almost complete.
- Park Commission met and reviewed results of Old Mill proposed park survey from residents. Will continue to review additional results at next month's meeting.
- Traffic study for Hodges Street is being revised to include residents of Althea. Met with Althea Drive property owners on September 10th at 10:30 am (Saturday). Contacted City of San Antonio regarding

one-way street on Althea and they concurred subject to all residents along that street being in agreement. Will bring recommendations to City Council on October 3rd.

- Receiving one more estimate on fencing for Huebner gravesite. Also received estimate on repairing Huebner gravesite monument. Will forward both to Historical Society for their approval.
- Evers Road sidewalk project almost complete – waiting to finish the library crosswalk, but rain delayed project. Expecting completion this week.
- LID parking lot plans sent to SARA for approval – will go out for bids on project in October.
- Preparing Bids for Swimming Pool Operations for the 2016-2017 swim season, to include Forest Oaks Pool
- Working to have oversized piles removed from Fall Large Item Pickup

### **Police Department**

- Waiting on information (technical difficulties accessing database to reports)

### **Fire Department**

- **Pearsall, Texas Firefighter Challenge** – The Leon Valley Fire Department Honor Guard and several Firefighters will be traveling to Pearsall, Texas to compete in a Firefighter fitness and skills competition. The competition is hosted by Texas811 and the City of Pearsall and is intended to encourage training and fitness in the Texas fire service. Competitors are expected to come from Del Rio, Corpus Christi, Laredo, and the San Antonio area. We'll be sure to report how team Leon Valley does!
- **Firefighters Boxing for Charity** – Leon Valley Firefighters Eric Burnside, Daniel Cano, and Ramiro Cano will be boxing Police Officers on October 1<sup>st</sup> in downtown San Antonio. The event raises money for the 100 Club of San Antonio, which supports families of fallen area 1<sup>st</sup> Responders. All Firefighters have been training for months and worked to improve their fitness.
- **Emergency Management Meeting** – The City's emergency management team met to discuss roles and responsibilities, as well as an interjurisdictional agreement with Bexar County. The team will be tasked in the coming months to respond and setup an Emergency Operations Center to support Incident Commanders in the field. Congratulations to Steven Fimbel and Vickie Wallace for completing several Independent study FEMA training courses! Keep going!!
- **Fire Station Garden** - As a health and wellness initiative, firefighters are constructing a vegetable garden near the second entrance on the fire station property. The goal is to provide a positive physical outlet and provide healthy nutritional alternatives to our team of Firefighters that live here for 24 hours at a time.
- **September 26<sup>th</sup> rain event** – Leon Valley received nearly 4 inches of rain over a several hours which caused road closures and activation of the flood emergency response plan (FERP). The FERP is an excellent example of an internal procedure for managing flood response.
- **FEMA movie production** – FEMA headquarters has reached out to the Leon Valley Fire Department asking to film a video for production that will help educate other communities prepare for flooding. Filming is expected to begin in the coming weeks, and the FEMA production crew is expected to be here for 3 days.

### **Community Development**

- An update of the LED Sign installed by St. John's Baptist Church will be presented to Council on September 20, 2016. Council and staff were informed the resident was not satisfied with the outcome of the hours of operation for the sign. After the meeting, at the prompting of Council, the resident (Ms. Magers) worked with Pastor Price and they agreed that the sign would be turned off during the hours of 8:00 p.m. to 6:00 a.m.

- A letter was sent to the property owner, Mr. Ronald Baker, in San Antonio whose trees are overhanging onto Ms. Carol Crutchfield property at Grist Mill. Staff is awaiting a response from Mr. Baker as to whether he can assist Ms. Crutchfield with the matter.
- Zoning Commission met on Tuesday, September 27, 2016.
  - SUP # 2016-276 for an amendment to the existing SUP for the existing “Outdoor Entertainment,” specifically the Sports Complex at 5504 Shadow Mist Drive. One of the conditions placed on the permit was to install permeable pavers for the parking spaces, but instead asphalt parking was installed and the applicant would like the conditions amended to remove the requirement so that the parking lot can remain as constructed. (This item was postponed)
  - SUP # 2016-277 is for Stripes Convenience Store because the Code requires additional regulation for businesses that propose 24-hour operation. (This item was recommended for approval). As of today, the City has been informed that Stripes would like to pull their request as they have decided not to move forward with the project at this time.
- Staff is meeting with attorney on 10/03/16 regarding pending litigation Seneca Ballroom – 6565 Bandera Road to prepare for court next week.
- Board of Adjustment meeting tentatively scheduled for Tuesday, October 11, 2016 to consider:
  - A variance request by Chacho’s Restaurant for a variance from the Zoning Overlay standards for the use of earth tone colors for the building. Their corporate color is aqua blue/teal. Their building construction improvements are triggering compliance with the overlay.
  - A variance request by Stripes Convenience Store for a variance from the Zoning Overlay standards for the use of earth tone colors for the building. Their corporate colors are red, white and blue. The new construction triggers compliance with the overlay. **This item should now be removed from the agenda.**
- Replat is in processing for Pollo Tropical at Leon Valley Shopping Center in the 6900 block of Bandera Road.
- Plat was received for Autumn Leaves Retirement Living Subdivision – processing will begin the week of October 3rd.
- Starbucks is scheduled to open for business on Monday, October 3rd.
- Working to resolve permitting and sign violation issues at Amco Insurance – 6712 Bandera Road.

### Library

- New website is now LIVE. [www.leonvalley.lib.tx.us](http://www.leonvalley.lib.tx.us)
- Director (S. Underwood) will be on vacation Thursday, Oct. 6 and returning Tuesday Oct 18. In her absence, Theresa Brader (Asst. Director) will be in charge.
- Storytime for Fall 2016 is starting in September. Two story times will be held each week - Wednesdays and Thursdays at 10:30 am.

### Communications

- Staff attended Siclovia in San Antonio on Saturday, October 29, 2016, from 10am to 2pm. Flyers were passed out and jump rope was encouraged as our fitness challenge. Fun and fitness was had by all. Preparations continue for the 1<sup>st</sup> Annual LV Siclovia. Participants trickle in by the day.

- Received new and helpful information on how other municipalities are handling Mobilitie and Google Fiber in terms of fees/permitting. Continuing collaboration with the City Manager and City Attorney on how COLV wants to manage these contractors.
- The In Kind grant request by the Leon Valley Chamber of Commerce for use of the Community Center was approved by City Council on September 20, 2016.
- Working to prepare information that Revize needs to proceed with the city website update.
- Maintaining Facebook posts: Boots and Badges event, Flooding Concerns with recent rains, Park Clean-up after flooding, Nation Night Out October 2<sup>nd</sup> and much more.
- Completing application to Texas Parks and Wildlife for a Small Communities Grant. City Council approved Resolution on September 20, 2016.
- Newsletter has been mailed out and the new printing company, Litho Press did an excellent job.
- Completed a webinar with the Mayor regarding potential projects to increase our participation in the Monarch Butterfly Pledge.

## **Finance Department**

- The City of Leon Valley is committed to the best accounting practices for local governments and financial transparency. Therefore, we have made available on our webpage information that provides clear and meaningful financial representation not only by posting financial documents, but also through summaries, visualizations, downloadable data and other relevant information
  - Please, check out the new Financial Transparency Section  
[www.leonvalleytexas.gov/government/finance/financial\\_transparency.php](http://www.leonvalleytexas.gov/government/finance/financial_transparency.php)

<b>General Fund</b>						
	<b>FY 2016 BUDGET</b>		<b>FY 2016 Y-T-D ACTUAL</b>		<b>FY 2015 Y-T-D ACTUAL</b>	
<b>REVENUE</b>						
Ad Valorem	\$ 3,690,905	91.6%	\$ 3,715,017	100.7%	\$ 3,434,382	103.6%
Sales Taxes	2,277,100	91.6%	1,761,877	77.4%	1,801,151	84.8%
Franchise Taxes	959,929	91.6%	929,000	96.8%	843,042	100.4%
Licenses,Permits,Fees,Fines	810,150	91.6%	882,045	108.9%	779,449	78.2%
Miscellaneous	137,220	91.6%	217,731	158.7%	152,722	95.1%
<b>TOTAL REVENUE</b>	<b>\$ 7,875,304</b>	<b>91.6%</b>	<b>\$ 7,505,670</b>	<b>95.3%</b>	<b>\$ 7,010,747</b>	<b>94.3%</b>
<b>EXPENDITURES</b>						
Business Office	\$ 165,817	91.6%	\$ 137,310	82.8%	\$ 122,702	74.3%
Finance	224,673	91.6%	190,180	84.7%	188,804	85.8%
Council & Manager	819,105	91.6%	643,960	78.6%	479,141	87.3%
Police	1,909,089	91.6%	1,578,551	83.0%	1,927,527	94.0%
Fire	2,815,698	91.6%	2,556,910	91.0%	2,016,167	90.0%
Public Works	1,441,516	91.6%	1,156,003	80.2%	1,035,710	87.4%
Community Development	219,740	91.6%	207,367	94.4%	191,156	86.8%
Economic Development	247,498	91.6%	106,279	42.9%	114,827	60.8%
Special Events	157,519	91.6%	123,525	78.4%	94,587	96.9%
Parks & Recreation	238,372	91.6%	185,017	77.6%	136,052	74.1%
Library	363,310	91.6%	309,143	85.1%	280,135	78.0%
Communications	446,700	91.6%	287,346	64.3%	-	-
Other Sources/Uses	-		-		-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,049,037</b>	<b>91.6%</b>	<b>\$ 7,481,590</b>	<b>82.7%</b>	<b>\$ 6,586,808</b>	<b>85.0%</b>

### Water and Sewer Fund

REVENUE	FY 2016 BUDGET		FY 2016 Y-T-D ACTUAL		FY 2015 Y-T-D ACTUAL	
Water Sales	\$ 1,594,000	91.6%	\$ 1,357,836	85.2%	\$ 1,286,196	80.7%
Sewer Sales	1,912,000	91.6%	1,712,206	89.6%	1,614,219	85.9%
Connection & Platting	2,500	91.6%	900	36.0%	525	21.0%
Customer Fees	43,300	91.6%	45,165	104.3%	34,419	79.5%
Tapping Fees	16,000	91.6%	14,081	88.0%	18,818	117.6%
Water Lease	-		-		-	
Miscellaneous	46,000	91.6%	123,269	268.0%	3,507	7.6%
<b>TOTAL REVENUE</b>	<b>\$ 3,613,800</b>	<b>91.6%</b>	<b>\$ 3,253,456</b>	<b>90.0%</b>	<b>\$ 2,957,684</b>	<b>82.6%</b>
<b>EXPENDITURES</b>						
Business Office	698,946	91.6%	\$ 580,787	83.1%	\$ 614,147	79.9%
Water System	1,245,237	91.6%	846,021	67.9%	1,075,233	65.4%
Sewer System	1,797,659	91.6%	1,270,550	70.7%	1,169,573	80.7%
Storm Water	999,200	91.6%	532,496	53.3%	317,558	67.3%
Other Sources/Uses	-		-		-	
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,741,042</b>	<b>91.6%</b>	<b>\$ 3,229,855</b>	<b>68.1%</b>	<b>\$ 3,176,511</b>	<b>73.3%</b>

### Community Center Fund

REVENUE	FY 2016 BUDGET		FY 2016 Y-T-D ACTUAL		FY 2015 Y-T-D ACTUAL	
Hotel/Motel Taxes	95,000	91.6%	\$ 70,550	74.3%	\$ 76,518	90.0%
<b>RENTAL FEES</b>						
Community Center	61,680	91.6%	30,920	50.1%	37,323	82.9%
Conference Center	28,320	91.6%	23,069	81.5%	25,731	84.5%
<b>TOTAL REVENUE</b>	<b>\$ 185,000</b>	<b>91.6%</b>	<b>\$ 124,539</b>	<b>67.3%</b>	<b>\$ 139,572</b>	<b>87.0%</b>
<b>EXPENDITURES</b>						
Community Center Operations	198,200	91.6%	\$ 157,799	79.6%	\$ 137,042	84.0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 198,200</b>	<b>91.6%</b>	<b>\$ 157,799</b>	<b>79.6%</b>	<b>\$ 137,042</b>	<b>84.0%</b>

### Street Maintenance Sales Tax

	Actual FY 2014	Actual FY 2015	Budget FY 2016	Actual FY 2016
Revenues	554,015	720,833	609,416	433,629
VIA Reimbursement	-			208,513
<b>TOTAL REVENUES</b>	<b>554,015</b>	<b>720,833</b>	<b>609,416</b>	<b>642,142</b>
Expenditures	10,720	1,091,045	1,284,918	174,005
<b>TOTAL EXPENDITURES</b>	<b>10,720</b>	<b>1,091,045</b>	<b>1,284,918</b>	<b>174,005</b>
<b>FUND BALANCE</b>	<b>1,017,086</b>	<b>646,874</b>	<b>(28,628)</b>	<b>1,115,011</b>

Expenditures of \$10,000 and Over				
AUGUST 2016				
FUND	DEPARTMENT	VENDOR NAME	DESCRIPTION	AMOUNT
General Fund	City Mgr. & Council	Elektra Link Inc.	Audio visual	16,220.16
	Pub Wks Maint. & Oper.	JCD Construction, LLC	Evers Rd. drainage	52,724.70
Water & Sewer Fund	Water & Sewer	Southwest Engineers Inc.	Water wells	13,077.50
	Sewer System	SAWS	Sewer treatment	109,504.98
	Storm Water	Kimley-Horn & Associates	Evers Rd. drainage	10,800.00
		Pronto Sandblasting & Oil Field	Detention pond	24,597.00
Pronto Sandblasting & Oil Field	Detention pond	16,650.00		
Capital Projects	Capital Projects	Elektra Link Inc.	Well Project	13,257.40
			<b>GRAND TOTALS</b>	<b>\$ 256,831.74</b>

### City Secretary

- Continue working with board liaisons to get current minutes posted to the website.
- In the last two weeks, the City Secretary's Office has received 5 open record requests. Those requests were for: City of San Antonio Background Checks x 1; Police Reports x 2; and Accident Reports x2
- Ongoing Projects:
  - Re-codification of the City's Code of Ordinances
  - Leon Valley Contract Inventory
  - Preparing for a shred event of "expired" records throughout every department
  - Setting up and training with Accela (agenda/minutes program)
  - Coordinating with Safesite for record storage

### Upcoming Events:

- Special City Council Meeting begins at 6:15 p.m. on **Monday**, October 3, 2016 and the Regular City Council Meeting begins at 7:00 p.m. **Monday**, October 3, 2016 in the Leon Valley City Council Chambers.
- Upcoming Important Events:
  - Coffee with the Mayor and City Council, Saturday, October 22, 2016, 9:00 a.m. to 11:00 a.m. at the Leon Valley Conference Center.
  - October 2, 2016, National Night Out from 6:00 p.m. -9:00 p.m.
  - October 29, 2016, Ciclovía at Raymond Rimkus Park from 9:00 a.m. to 2:00 p.m.
  - November 05, 2016, Texas Recycles Day from 9:00 a.m. until 1:00 p.m. at Leon Valley Public Works Department.
  - Special Election – Early Voting October 29th – November 4th. Election Day is November 8th
  - Library Board of Trustees Meeting is at 5:30 p.m. in the Leon Valley Public Library on October 11, 2016.
  - Park Commission Meeting is at 7:00 p.m.in the Conference Center on October 11, 2016.
  - Earthwise Living Committee Meeting is at 5:30 p.m.in the Public Works Service Center on October 12, 2016.